



EDUCATIONAL DATA SYSTEMS

Subject: CELDT 2009-10 Edition Scorable Materials Request a Pick-up Site Available

Dear CELDT District Coordinator:

The CELDT Scorable Materials Request a Pick-up site is now available through the secure District Portal at [www.celdt.org](http://www.celdt.org). Districts must use this site to request pick-up regardless of shipment size.

Here are some recommendations to make your pick-up experience easier:

- 1) If your district is able to follow the pallet requirements on page 16 of the Test Coordinator's Manual, we request that all shipments of 25 or more boxes be palletized to speed delivery and ensure the entire shipment arrives at the same time.
- 2) Districts will be required to enter pick-up information by box size. Prior to requesting pick-up make sure that you know exactly how many boxes fall into each of the following categories:
  - Small box: 2" (H) and 4" (H)
  - Medium box: 8" (H) and 10" (H)
  - Large box: 19" (L) x 9" (H)
- 3) Use the smallest box you have available that will hold your entire shipment and keep the larger boxes for bigger shipments to occur in the fall.
- 4) Call the Customer Support Center if the pick-up carrier does not arrive within three working days.

For further inquiries please contact the CELDT Customer Support Center at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

Sincerely,

CELDT Project Team  
Educational Data Systems